

VIRGINIA DEPARTMENT OF EDUCATION



21ST CENTURY COMMUNITY LEARNING CENTERS (CCLC) GRANT
TITLE IV, PART B, OF THE *ELEMENTARY AND SECONDARY EDUCATION*
ACT OF 1965 (ESEA) AS AMENDED BY THE
NO CHILD LEFT BEHIND ACT OF 2001 (NCLB)

ADMINISTRATIVE HANDBOOK



Office of Program Administration and Accountability
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I. Implementing a New Grant

A. Areas of Importance

- **Read your grant.**
 - Staff should be thoroughly familiar with the approved application by the Virginia Department of Education (VDOE).
 - Review timelines and the budget for the school year and summer programs.
 - The application is the foundation for implementing the 21st CCLC program.
- **Share the news.**
 - Meet with the implementation team in your school division or organization to review the grant by providing copies and focusing on goals, objectives, program design, and evaluation, as well as developing a plan for ongoing communication and meetings regarding the status of implementation.
 - Be sure all are familiar with their duties and responsibilities.
- **Recruit staff.**
 - Develop a process to maintain documentation of the employment, training, and time spent working in program.
- **Meet with co-applicant and partners.**
 - Establish a schedule of meetings to discuss the progress toward meeting goals and objectives, evaluation, and sharing of promising practices.
- **Communicate with local budget office.**
 - With the fiscal agent, discuss who will be maintaining financial records, managing the budget, and submitting requests for reimbursement.
 - Establish a process of communication and fiscal accountability between the site(s), administrative office, and employees of the organization.
- **Establish and maintain a documentation system.**
 - Refer to VDOE on-site monitoring document for the areas for which data and documentation will need to be collected and maintained.
- **Review design for student and adult programming.**
 - Establish a process for implementing the plan and tracking progress.
 - Maintain meeting agendas, attendance logs, etc. for staff development and parent involvement activities.
- **Design a public relations plan.**
 - Determine the process to be used for working with the public, the school system, parents, and students.
 - Set up a method for documentation of communication with stakeholders.
 - Publicize program activities and successes.
- **Implement meaningful program evaluation.**
 - Reread the components of evaluation in the application.
 - Determine data and analysis necessary to evaluate your program accordingly, and share results with stakeholders as a means of providing information and seeking feedback.
 - Adhere to timelines established by VDOE to collect and report data.

B. Contact Information

Staff	Area of Responsibility	E-mail	Phone
Marsha Granderson	Overall administration and contact for Regions 2, 4, and 5	marsha.granderson@doe.virginia.gov	(804) 786-1993
Diane Jay	Supervision	diane.jay@doe.virginia.gov	(804) 225-2905
Dawn Dill	State evaluation, procurement and payment, and contact for Region 3 and 7	dawn.dill@doe.virginia.gov	(804) 786-9935
TBD	Monitoring, all data collection, including ALERT and SSWS survey, and contract for Regions 1, 6, and 8		

II. Grant Administration and Annual Activities

A. Funding Period and Continuation Funding

Virginia's 21st CCLC grant is a three-year grant. The initial award period is for one year. Grantees will be required to submit an annual continuation application for second- and third-year awards contingent upon the VDOE's determination that the grantee has made substantial progress toward meeting the objectives set forth in the approved application, the availability of federal funds, and operation of the grant program as submitted in the approved application. Grant recipients who do not expend and claim 85 percent of grant award funds by June 30 of each year shall be subject to a reduction in subsequent years' grant awards of the unclaimed balance above 10 percent of the award. Grantees are subject to on-site monitoring visit during one or more of the years of the grant.

B. Timeline of Activities

Virginia 21 st CCLC PROGRAM YEAR TIMELINE OF ACTIVITIES			
<u>PROGRAMMING ACTIVITIES</u>	OPENING DATE	CLOSING DATE	NOTES
Request for Proposals (RFP)	Mid-February	Mid-April	Grant competition for new program applications
Continuation Application	Late January	March	Current grantees submit continuation applications
Annual Institute – mid-March	Registration opens in mid-January	Late February	Institute for all operating 21 st CCLC programs
On-site Monitoring	March	June	Monitoring visits conducted by outside consultants contracted by VDOE
New Coordinators' Academy (Early October)	Registration opens in late August	Late September	Program management and training for coordinators of new awards and other coordinators who have not attended the academy in the past

<u>REPORTING ACTIVITIES</u>			
National Evaluation by U.S. Department of Education (USED) (Replacing Profile and Performance Information Collection System: PPICS)	TBD		
Annual Local Evaluation Report Template (ALERT)	June 2015	July 2015	Cohorts 11, 12, and 13
SSWS (Single Sign-on for Web Systems) Student Data Collection Survey	September 2015	October 2015	Accessed through SSWS
Online Grantee Monitoring Document (GMD)	March 2015	May 2015	Cohort 11 (Mandatory) Cohort 12 & 13 (Optional)

III. Financial Information

Submitting Budget Transfer Requests and Requests for Reimbursement

A. Local Education Agencies (LEAs) and Institutions of Higher Education (IHE)

These entities serving as the fiscal agent for a grant are to submit budget transfer requests and reimbursements via the Virginia Department of Education's Online Management of Education Grant Awards (OMEGA) system. OMEGA user set up forms with instructions, a detailed User's Guide, and access to online training opportunities are available at <https://p1pe.doe.virginia.gov/ssws/login.page.do>. Click on "SSWS Instructions" in the upper right hand corner to open a PDF file containing a SSWS access guide.

The OMEGA Users Guide is located by logging into the Department's SSWS at <https://p1pe.doe.virginia.gov/ssws/login.page.do>, clicking on the application [Online Management of Education Grant Awards-OMEGA](#), then clicking on the "Help" link in the upper right hand corner, then click on the [User's Guide](#) (PDF).

B. Local Governments, Community, Faith-Based Organizations, and for-Profit Organizations

The Excel workbooks for budget transfers and reimbursements by local governments, community, and faith-based organizations and for-profit organizations are found on the VDOE 21st CCLC Web page at http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml. These workbooks must be completed, a hard copy printed, signed, and submitted to VDOE for all reimbursements. **NOTE: Please use the correct workbook for the year in which you are submitting a budget transfer or reimbursement.**

- **Budget Transfer Request Workbooks** - Read and follow the *Instructions* sheet, completing the *Cover Pages* and *Revised Budget* sheets. The *Revised Budget* sheet will be populated with information from data entered on the *Cover Pages* sheet. Be sure to briefly detail appropriate justification for the budget transfer, using the pages in the Cover Pages sheet in the workbook. Please provide a description and justification of the change(s) only, by object code, on the justification pages of the *Cover Pages* sheet. Obtain an original signature and submit to VDOE, following instructions provided on the *Instructions* sheet.

- **Request for Reimbursement Workbooks** – Read and follow the *Instructions* sheet, completing *CoverPages* sheet and *ExpendituresLedger* sheet. The *ReimbSummary* sheet will be populated with all information needed to submit the reimbursement. Obtain an original signature and submit to VDOE with an additional copy. All community-based and faith-based organizations are required to include supporting documents such as copies of ledgers (for payroll and fringe benefits expenditures) and paid invoices or other appropriate documentation for all reimbursements claimed.

C. General Information for All Grant Recipients

○ **Conditions for Reimbursements, Budget Transfers, and Amendments**

An approved *application* properly signed and funded constitutes a contractual agreement between the subgrantee and the VDOE. In order to assure compliance with such an agreement in regards to the reimbursement of funds, the following conditions are delineated:

1. The date recorded on the *Notification of Grant Award* (NGA) form becomes the beginning date for the budget period during which funds can be obligated.
2. Project expenditures must be obligated during the budget period. Any expenditure obligated after the designated budget period (including the carryover period) cannot be reimbursed.
3. *Reimbursements*:
 - a. Reimbursement support documents must be maintained for five years by the subgrantee which is the fiscal agent for the grant (local school division, local government agency, institution of higher education, community- or faith-based organization, or for-profit organization) to substantiate payments for which reimbursement is claimed (in accordance with federal and/or state audit guidelines).
 - b. Claims for reimbursement must be based upon actual disbursements made by the grantee during the period for which the request is made. If an expenditure is inadvertently overlooked during the payment period, an additional reimbursement request must be made for that reimbursement period with an attached explanation.
 - c. All OMEGA reimbursement requests must reference the school the request is intended for in the comments field of the reimbursement request.
 - d. Per the announcement in OMEGA, "Please include the following in the reimbursement line item description when requesting Indirect Cost Recovery: the dates of expenditures charged for Indirect Cost recovery; the total expenditure charged for Indirect Cost recovery; and Indirect Cost recovery used. Future reimbursements may be denied if this information is not included with the request."
 - e. Reimbursement for claims contained in the request must not have been claimed previously by the grant recipient.
 - f. Reimbursement requests **must not cross the state fiscal year that runs from July 1 to June 30 of the following year.**
 - i. Monthly reimbursement requests are preferred.
 - ii. At a minimum, reimbursement requests must be submitted at least **on a quarterly basis.**
 - g. LEAs and IHEs subject to reimbursement must itemize expenses and keep documentation on file locally.
 - h. If the LEA or IHE has multiple 21st CCLC grants, include the name of school being served for which the budget transfer or reimbursement request is being requested.
 - i. For local governments, community, faith-based organizations, and for-profit organizations, hard copy reimbursement requests should be submitted to the Office of Program Administration and Accountability at the VDOE, or electronically in OMEGA.
 - i. For hard copy documents, one request for reimbursement with **original signature**, to include all required forms must be submitted for each hard copy reimbursement request.
 - ii. All correspondence regarding hard copy reimbursement requests must reference the approved Grant Award Number (found in the *Notification of Grant Award*).
 - In the case of multiple awards within the school division or community organization for the grant, add the first letter of the grantee school, i.e. for Smith Elementary School the suffix would be SE; for a grant for Smith Elementary School and Jones Middle School the

suffix would be SE/JM. This suffix is entered where it says "Suffix" on the CoverPages Sheet.

- iii. Attach documentation of payment for **all** expenditures which may consist of receipts, canceled checks, invoices, and bank statements showing payment has been made for the expenditure.
 - The General Expenditure Ledger must include a description or name of the item; the agency's check or voucher number (except for payroll and employee benefits for school divisions), the vendor name, payment date, and the amount of the payment.
 - iv. All expenses for which reimbursement is requested must be directly related to the project. All hard copy reimbursement requests must include the Federal Tax ID/EIN number on the Request for Reimbursement form before payment can be made.
4. *Budget transfers:*
- a. Budget transfer requests and program changes must be received in OMEGA or in writing if non-LEA and approved by program staff at the Department of Education prior to the proposed expenditure and subsequent request for reimbursement.
 - b. All OMEGA budget transfer requests must reference the school the request is intended for in the comments field of the reimbursement request.
5. Equipment purchased with project funds must match that shown on the approved budget.
6. Non-school division grantees serving as the fiscal agent must have an approved indirect cost rate in compliance with Education Department General Administrative Regulations (EDGAR) 34 C.F.R. §75.560 in order to claim reimbursement for indirect costs

D. Expenditure Accounts Descriptions and Object Code Definitions

- The following accounts are for budgeting and recording expenditures of the educational agency for activities under its control. Below are definitions of the major expenditure categories. The descriptions provided are examples only. For further clarification on the proper expenditures of funds, contact your school division budget or finance office, the grant specialist assigned to your region at VDOE, or refer to the appropriate federal act. TITLE IV, Part B, funds cannot be expended for advertising, buildings, remodeling, medical, dental, or clothing costs.
 - **1000 PERSONNEL SERVICES** - All compensation for the direct labor of persons in the employment of the local government. Salaries and wages paid to employees for full- and part-time work, including overtime, shift differential, and similar compensation. Also includes payments for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.), which are earned during the reporting period.
 - **2000 EMPLOYEE BENEFITS** - Job related benefits provided employees are part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.), and employee allowances.
 - **3000 PURCHASED/CONTRACTUAL SERVICES** - Services acquired from outside sources (i.e., private vendors, public authorities or other governmental entities). Purchase of the service is on a fee basis or fixed time contract basis. Payments for rentals and utilities are not included in this account description.
 - **4000 INTERNAL SERVICES** - Charges from an Internal Service Fund to other functions/activities/elements of the local government for the use of intragovernmental services, such as data processing, automotive/motor pool, central purchasing/central stores, print shop, and risk management.
 - **5000 OTHER CHARGES** – Includes expenditures that support the program, including utilities (maintenance and operation of plant), staff/administrative/consultant travel, travel (staff/administration), office phone charges, training, leases/rental, Indirect Cost, and Other.
Note: Indirect cost cannot be claimed against capital outlay and equipment.

- **6000 MATERIALS AND SUPPLIES** - Includes articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized. This includes any equipment purchased under \$5,000, unless the LEA has set a lower capitalization threshold. Therefore, computer equipment under \$5,000 would be reported in “materials and supplies.”
 - A supply item is any article or material that costs less than \$5,000 and is consumed in use (computers and supplies under \$5,000 are generally considered supplies). If the local threshold is less, the grant recipient would use the more restrictive standard.
- **8000 CAPITAL OUTLAY** - Outlays that result in the acquisition of or additions to capitalized assets. An equipment item is a material unit that costs \$5,000 or more and is not consumed in use. Capital Outlay does not include the purchase of equipment costing less than \$5,000 unless the LEA has set a lower capitalization threshold. Examples of individual items that may be under the \$5,000 threshold are computers; audio, video, electronic equipment, peripheral devices, or classroom furnishings.

E. Travel Regulations

- State regulations govern travel in connection with federal grants. All project directors must follow these regulations. The state travel regulations document is available on the Department’s Web site at http://www.doe.virginia.gov/school_finance/travel/index.shtml. Please note that the state mileage rate is now the current IRS rate. Note the following:
 - Travel expenses related to the funded project must adhere to state travel regulations.
 - Travel and lodging expenses may only be reimbursed at the state rate.
 - Questions concerning out-of-state travel should be discussed with your assigned program specialist at the VDOE.

F. Unallowable Expenses

- Unallowable expenses are not limited to the items listed below, but state and federal guidelines include:
 - Subscriptions and memberships in organizations for individuals;
 - Advertising;
 - Cash or debit card incentives or rewards;
 - Maintenance cost of vehicle purchased with other funds;
 - Non-project related equipment or expenses;
 - Medical, dental, or clothing costs;
 - Building, repairing, or remodeling of facilities where the program or activity is conducted;
 - Meals/snacks for students during the regular before or afterschool school programs, summer school, or field trips;
 - Entertainment (amusement, social activities); and
 - Expenditures that supplant rather than supplement services or activities.

IV. Documenting and Reporting for Program Accountability

A. Maintaining Program Data

- Establishing electronic file folders or notebooks of information provides helpful access for accountability and monitoring purposes.
- Become familiar with the on-site monitoring protocol because the data requested during a monitoring visit should be easily accessible and collected during the year.
- The following information should be maintained throughout the grant period.
 - Attendance records or sign-in logs of those participating in events, activities, and all 21st CCLC meetings;

- Student enrollment and attendance data;
- Student progress/achievement data, including data sources, as cited in initial grant;
- Copies of outreach information, such as newsletters, flyers, letters, etc. showing related communication with various stakeholders;
- Partner, co-applicant, team and staff meeting minutes;
- Programming records which indicate types of academics, enrichment, and remedial services offered and related participation data;
- Professional development plans and participation as directly relates to the 21st CCLC grant's programs and objectives according to the grant;
- Transportation logs;
- Employment, training, and payroll data;
- Training and professional development records for staff;
- System used for financial accountability between sites and business office, including a formal system of expenditures, receipts, and payroll;
- Discussions of sustainability planning to indicate continuation of services when grant funding is no longer available; and
- Time and effort logs.

B. Reporting Requirements for Continuation Awards

- The following are reporting requirements.
 - Online Grantee Monitoring Document (GMD)
 - PPICS grantee profile - Presently closed and being replaced by a new USED system (TBD)
 - PPICS Annual Performance Report (APR) – Presently closed and being replaced by a new USED system (TBD)
 - Annual Local Evaluation Report Template (ALERT)
 - Single Sign-In for Web-based systems (SSWS) Student Data Collection Survey annual survey
 - Program Quality Self-Assessment for Continuous Improvement Planning Tool- recommended as annual review guide to program improvement (found on Title IV-B Web page under “Grantee Evaluation” section)

V. Grant Modifications

A. Approval of Revisions to the Program

- The proposed revision(s) to the program plan must be approved before implementation.
- The grant recipient must mail or e-mail the complete desired change in program design to the VDOE assigned staff member.
- If proposed changes to the program will require changes to the approved budget, include a description of proposed budget revisions.

B. Procedure for Requesting Approval of Program Revisions

- **Informal Approval**
 - If the requested revision(s) is not a change in the objectives and is not a significant change to the design, activities, and services to be provided, the grant coordinator shall contact the assigned VDOE specialist detailing the proposed changes to be made.
 - Coordinators are encouraged to have a discussion with the VDOE staff member for guidance prior to requesting the approval.
 - In reviewing the request for informal approval, the below criteria should be considered.

1. The revision does not change the objectives stated in the original application;
 2. The grant recipient will continue to offer essentially the services and activities stated in the original application;
 3. The same population stated in the original application will continue to be served;
 4. The total number of hours will be essentially the same as stated in the original application, and any change in schedule (reducing hours at certain times or days) will be offset by additional hours at other times;
 5. There is no negative impact from the revision on the population served;
 6. The revision will not impede the project's effectiveness in achieving the objectives set forth in the original application;
 7. There are adequate funds to support the proposed revision without moving significant funds from other object codes; and
 8. Any appropriate additional justification which may be needed is demonstrated.
- If an assurance that all of the above criteria are met, the coordinator may send an e-mail request for approval to the assigned VDOE staff member.
 - Staff will review the request and respond.
 - If the above criteria cannot be met, a formal request for a program amendment, signed by the division superintendent, will be required.
- **Formal Approval**
 - If the above criteria cannot be assured, or the proposed revision(s) changes an objective in the approved application, or other significant changes in the design of the program, hours of services, activities and services offered, or population to be served, a formal request for approval must be submitted, with the signature of the superintendent or approved designee.
 - In the request for formal approval, items numbered one through eight above must be addressed.
 - Upon receipt of the request, VDOE staff will review the request and contact the grant coordinator if additional information is needed, before approving the request.

VI. On-site Monitoring

A. Preparation for On-site Monitoring and Data Collection

- It is a goal of on-site monitoring to make the site visit a successful and positive experience.
- To prepare for the visit, all of the following areas are important.
 - Participate in the VDOE teleconference that will provide technical assistance in preparation for the visit.
 - Work with the monitoring consultant (will contact grant coordinator) to schedule a mutually agreed upon date and time for the visit.
 - Review the approved grant application and the on-site monitoring document carefully in preparing for the visit.
 - Use the on-site monitoring as a checklist of items to gather and organize prior to the scheduled visit.
 - Plan for a full day for the visit in order to:
 - review the grant with the monitor and respond to all items in the on-site monitoring document; and
 - allow the monitor to observe the program in progress during hours of service.
 - In advance, complete the monitoring document information and collect information suggested in the "supporting documents" columns.
 - Provide information in an organized manner to expedite the on-site process. (e.g. folders or links to documents).

- Contact the site monitor regarding information on the monitoring form to clarify any information.

VII. Additional Requirements

A. Attendance at institutes, academies, conferences, and webinars

- Fall 21st CCLC new coordinator academy (if new grant recipient or new coordinator)
- Spring 21st CCLC grantee institute
- Other meetings as announced by VDOE
- National summer or regional institute held by USED
- Audio conferences and webinars hosted by VDOE and USED

B. Data requirements by USED, VDOE, and Evaluation Contractor at U of Memphis

- Enter requested data in the USED's **NEW** data collection system (formerly Profile and Performance Information Collection System: PPICS).
 - USED has closed PPICS but will replace it with a new system.
 - Grantees are still expected to maintain data at the local level that PPICS required.
- A data collection tool to aid in the management of this information will be provided by VDOE until USED announces the new data collection system.
- Submit Annual Local Evaluation Report Template (ALERT) data upon completion of the grantee's first full year of operating the program, beginning the previous summer and ending with the regular school year in June of each year.
- Submit 21st CCLC annual attendance survey in SSWS.
 - This information can only be entered by authorized school division personnel using attendance records maintained by the grant recipient.
 - Non school division grantees will need to work with the school division in identifying a person in the division to enter information.

C. Miscellaneous

- Ensure grant funds are spent in a timely fashion.
 - Grant recipients who do not expend and claim 85 percent of grant award funds by June 30 of each year shall be subject to a reduction in subsequent years' grant awards of the unclaimed balance above 10 percent of the award.
- Obtain an annual audit. Grant recipients not subject to the provisions of the *Single Audit Act of 1984* with amendment in 1996 (non-federal entities that expend less than \$500,000 of federal awards in a year), must obtain an annual audit in accordance with the [Single Audit Act Amendments of 1996](http://www.whitehouse.gov/omb/circulars/a133_compliance/06/06toc.html), and Compliance Supplement March 2006 at:
http://www.whitehouse.gov/omb/circulars/a133_compliance/06/06toc.html.
- Serve the average daily number of students outlined in application.
 - Grant recipients should serve the average daily number of students approved in the grant application
 - Those who do not shall be subject to a proportionate reduction in the subsequent years' grant awards.

VIII. Resources

- Virginia's 21st CCLC Web page:
http://www.doe.virginia.gov/federal_programs/esea/title4/part_b/index.shtml
- U. S. Department of Education 21st CCLC Web page:
<http://www.ed.gov/programs/21stcclc/index.html>
- U. S. Department of Education 21st CCLC Guidance
<http://www.ed.gov/programs/21stcclc/guidance2003.doc>
- U. S. Department of Education 21st CCLC Law (PL 107-110, Title IV-B)
<http://www.ed.gov/policy/elsec/leg/esea02/pg55.html>
- The Virginia Partnership for Out-of-School Time (VPOST) <http://v-post.org/>
- The Harvard Family Research Project <http://www.hfrp.org/>
- The Council of Chief State School Officers <http://www.ccsso.org/>
- National Institute for Out-of-School Time (NIOST) Web site - Mission is to ensure that all children, youth, and families have access to high quality programs, activities, and opportunities during non-school hours
<http://www.niost.org>
- The SEDL National Center for Quality Afterschool - <http://www.sedl.org/afterschool/>
- Charles Stewart Mott Foundation Afterschool Programs provides support for community education, a public-private partnership in support of out-of-school time. This supports the foundation's beliefs in community education. <http://www.mott.org/ourissues/Afterschool.aspx>
- The After School Institute is a Baltimore-based capacity-building organization whose mission is to provide after-school programs with the training and support they need to offer children and youth quality after-school and out-of-school opportunities. <http://www.afterschoolinstitute.org/>
- The Afterschool Alliance is a nonprofit organization dedicated to increasing awareness of the importance of afterschool programs and advocating for quality, affordable programs for all children.
<http://www.afterschoolalliance.org/>
- The School Age Care List (SAC-L) provides online discussion for people interested in school-age care planning, resources, activities, funding, staff and staff development, and related subjects. It is co-owned by the National Institute on Out-of-School Time (NIOST) at the Center for Research on Women at Wellesley College and by the ERIC Clearinghouse on Elementary and Early Childhood Education (ERIC/EECE).
<http://ecap.crc.uiuc.edu/listservs/sac-l.html>